



CITY OF GRAPEVINE
HISTORIC PRESERVATION COMMISSION
CERTIFICATE OF APPROPRIATENESS APPLICATION

**SUMMARY OF HISTORIC PRESERVATION COMMISSION
CERTIFICATE OF APPROPRIATENESS REQUIREMENTS**

APPLICATION REVIEW REQUIREMENTS

- A. MEET WITH THE HISTORIC PRESERVATION STAFF TO REVIEW APPLICATION REQUIREMENTS FOR YOUR SPECIFIC REQUEST
- B. COMPLETE THE APPLICATION - INCLUDE SIGNATURES OF PROPERTY OWNER OR APPLICANT
- C. LIST THE ADDRESS, THE LOT, BLOCK AND SUBDIVISION OF THE SUBJECT PROPERTY
- D. PROVIDE PLANS OR DRAWINGS ON 8 ½ X 11 OR 11 X 17 PAPER DRAWN TO SCALE AND DIMENSIONED (WHERE REQUIRED) WITH OTHER DRAWINGS AS DESIRED OR AS REQUESTED BY STAFF. THE SCALE SHOULD BE LARGE ENOUGH TO BE CLEARLY LEGIBLE
- E. PROVIDE MATERIAL AND COLOR SAMPLES OF PROPOSED WORK

**THE APPLICATION MUST BE COMPLETED AND MEET ALL CITY OF GRAPEVINE
ORDINANCE REQUIREMENTS BEFORE A REQUEST FOR A CERTIFICATE OF
APPROPRIATENESS CAN BE SCHEDULED FOR A PUBLIC HEARING**

**SUBMISSION/APPROVAL OF A CERTIFICATE OF APPROPRIATENESS DOES NOT
CONSTITUTE APPROVAL OF A BUILDING PERMIT.
BUILDING PERMITS SHALL BE SUBMITTED SEPARATELY.**

DELIVER TO:

HISTORIC PRESERVATION DEPARTMENT
ONE LIBERTY PARK PLAZA
GRAPEVINE, TX 76051

OFFICE 817-410-3585
FAX 817-410-3125

CERTIFICATE OF APPROPRIATENESS APPLICATION

Date _____	Number _____
Property Owner Name, Address & Phone Number _____ _____ _____ Phone: _____ Mobile: _____ Email: _____ Property Address <i>(include any suite number)</i> _____ _____	Applicant Name, Address & Phone Number _____ _____ _____ Phone: _____ Mobile: _____ Email: _____ Legal Description Block _____ Lot _____ Subdivision _____

Tenant Name/Occupancy/Use _____ _____ _____
Request/Description of Work to Be Done _____ _____ _____ _____ _____

Drawings/Sketches Attached <input type="checkbox"/> Yes <input type="checkbox"/> No	Photographs Attached <input type="checkbox"/> Current <input type="checkbox"/> Historic
Material Sample(s) Attached <i>(please list)</i> _____ _____ _____	

*I hereby certify that this information is correct to the best of my knowledge and that the said work will be done in conformance with all submissions herein set forth, and in compliance with the City of Grapevine's Historic Overlay District Ordinances and Building Codes. **APPROVAL OF A CERTIFICATE OF APPROPRIATENESS DOES NOT CONSTITUTE APPROVAL OF OTHER REQUIRED BUILDING PERMITS.***

Signed x _____ <div style="text-align: center;"><i>Owner or Contractor</i></div>	Print Name _____ <div style="text-align: center;"><i>Office Use</i></div>
<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions: _____ _____	
<input type="checkbox"/> Denied _____ _____	
x _____ <div style="text-align: center;"><i>Chair – Historic Preservation Commission</i></div>	x _____ <div style="text-align: center;"><i>Historic Preservation Officer</i></div>
x _____ <div style="text-align: center;"><i>Building Official</i></div>	Date _____

**THIS IS NOT A BUILDING PERMIT.
A SEPARATE BUILDING PERMIT MUST BE FILED AND APPROVED BY
THE BUILDING DEPARTMENT BEFORE STARTING WORK.**

2010

CITY OF GRAPEVINE

HISTORIC PRESERVATION COMMISSION

MEETING AGENDA SCHEDULE

MEETING DATES

DEADLINE

January 27, 2010	January 13, 2010
February 24, 2010	February 10, 2010
March 24, 2010	March 10, 2010
April 28, 2010	April 14, 2010
May 26, 2010	May 12, 2010
June 23, 2010	June 09, 2010
July 28, 2010	July 14, 2010
August 25, 2010	August 11, 2010
September 22, 2010	September 08, 2010
October 27, 2010	October 13, 2010
November 17, 2010	November 03, 2010
December 15, 2010	December 01, 2010